



Job opportunity in Seoul, South Korea:

Join ICLEI – Local Governments for Sustainability!

Application deadline : 10 July 2024

ICLEI-Local Governments for Sustainability is the leading global network of 2,500 local and regional governments committed to sustainable development. Active in 125 countries, we influence sustainability policy and drive local action for low emission, nature-based, equitable, resilient, and circular development. Our Members and team of experts work together through peer exchange, partnerships, and capacity building to create systemic change for urban sustainability. Find out more at <http://eastasia.iclei.org/>

ICLEI World Secretariat is based in Bonn, Germany, ICLEI East Asia Secretariat operates in Seoul, South Korea to coordinate regional projects and activities, and provide support to ICLEI Members in the Greater China Region, Japan, Korea and Mongolia. We provide technical consulting, training, and information services to build capacity, share knowledge and support local governments in pursuing sustainable development via local and regional programs and exchange platforms.

Vacancy: Operations Officer

Summary

The Operation Officer supports maintaining and improving the organizational practices of the program finances and operations in close collaboration with ICLEI East Asia Secretariat (hereafter referred to as 'ICLEI EAS') and ICLEI East Asia Secretariat Beijing Office (hereafter referred to as 'BJO'), given the increased project activities with various reporting requirements. The Operations Officer also provides support on project acquisition and implementation, and other related operational matters. She/he works closely with the operations and project staff at the ICLEI EAS and BJO to ensure seamless inter-office coordination and synergy in operations.

Responsibilities

- Supporting organizational and program accounting and financing practice according to the organizational rules and procedures and external funder's requirements;
- Bookkeeping and documentation of the finances and accounting of the funded projects;
- Providing strategic advice on finances and operations to the management ;
- Designing efficient rules and procedures for financial controlling on transactions and financial documents, and providing guidance to the program teams on program financial controlling;
- Managing budget forecasting, planning, and financial reporting processes;
- Working in close coordination with the operations and project staff at the ICLEI EAS and BJO to align practices in spite of requirements in different jurisdictions ;
- Engaging and supporting the implementation of related projects and other operational and administrative processes upon request;
- Communicating with government agencies, non-governmental organizations, and other partners upon request.



Requirements

- Have an excellent command of English and Korean, and knowledge of Chinese language would be an asset;
- Have a bachelor's degree or above in accounting, finance, business administration, project management, environment or a related area;
- Have at least two years of demonstrated working experience in program/ organizational finances management, including budget planning and forecasting, financial controlling and analysis, and the management of program finances systems;
- Previous experience in international non-governmental organizations and/or local government associations preferred;
- Strong computer skills, particularly the relevant accounting and financial management software;
- Have excellent interpersonal communication skills and teamwork spirit, and have a good understanding of the culture and political sensitivity of the region;
- Possess innovative, self-initiative, critical analysis and problem solving skills.

Terms and conditions

- The position is available immediately at the ICLEI East Asia Secretariat in Seoul, South Korea
- Working languages: English and Korean
- Applicants must be eligible to obtain the appropriate work permit for the Republic of Korea prior to the commencement of work.
- National pension (if applicable), medical and other applicable insurance will be provided.
- 20 days paid annual leave and additional paid sick leave will be provided.
- Support for personal capacity building

Application

Please email the job application (reference in the subject line: **“Applying for Operations Officer_Name”**) to jobs.seoul@iclei.org including the following, **by 10 July 2024** :

- Letter of motivation(CL, max 2 pages)
- CV (max 3 pages), and photo
- Indication of salary expectation and current salary (if applicable)
- Indication of citizenship and if you are eligible to obtain the work permit for the Republic of Korea
- Indication of an availability date

